

**Contract Improvement Process
Training and Certification Subcommittee
Notes from October 25, 2006**

Attendees:

Joi Simpson
Chris Kennehan
Laurie Benallo
Tara Lawrich
Clark Bolser
Bob Jaros

Summary of Discussion Points

- Discussed individuals involved and their role in the contracting process
- Began discussion on ideal contracting process

Individuals and their role in the contracting process

Agency Controller

- State Controller's delegate
- Review risk assessment

Procurement and Contracts Section

- Perform risk assessment
- Perform completeness checklist
- Assist in drafting contract
- Complete needs assessment
- Assist program staff to develop statement of work
- Vendor selection

Budget and entities outside the State

- Work with legislature
- Non profits - Obtain funding from federal agencies

Program Staff

- Draft contract
- Negotiate contract
- Monitor contract

Project Manager

- Manage project

Human Resources

- RFP
- Waiver process

State Controller's Office

- Statutory requirements
- Business case

Attorney General

- Legal sufficiency
- Drafting

Ideal Process

- Business needs assessment up front
- Project manager
 - Assembles team with technical expertise
 - Manages deliverables